

**CONFIDENTIAL**

*DMC 4263*

*W3*

15 SEP 1965

MEMORANDUM FOR: Executive Officer to the DD/S

SUBJECT : Career Training Program

REFERENCE : [ ] Junior Officer Training Program

1. Headquarters Notice [ ] dated 13 April 1965, announced the change in the name of the Junior Officer Training Program to the Career Training Program. Attached is a draft revision of Headquarters Regulation [ ] which reflects the new title, and in which minor changes in wording have been made to effect clarification.

2. Also attached is a draft version of a Headquarters Notice which calls attention to the opportunities the program offers and the procedures for making application. The purpose of this notice is to encourage greater participation in the program by on-duty personnel.

[ ]  
*for* MATTHEW BAIRD  
Director of Training

Attachments - 2 asa

PPS [ ]/hej (13 Sep 65)

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5. CAREER TRAINING PROGRAM. The Career Training Program (CTP) has been established as a primary means of selecting and preparing highly qualified men and women for professional careers in the Agency.

a. POLICY

- (1) The program provides for an extended period of formal instruction and controlled on-the-job training to develop the potential of qualified young personnel to fill professional positions within the Agency.
- (2) To be eligible for the CTP, a candidate must be a college graduate or, in the case of on-duty personnel, have a minimum of one and one half years of college plus an exceptional record of experience and performance. The candidate must also be qualified to undertake assignments of any degree of sensitivity and be medically qualified for full duty/general. On-duty personnel are encouraged to make application for the program. Career Trainees (CTs) will be brought into the program at grades commensurate with their educational background and experience. Exceptions to any of the eligibility criteria may be made by the Deputy Director for Support.
- (3) The CTP will normally extend over a period of one to two years.

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During this period the externally recruited CT will have an SJ service designation while the internally selected CT may retain his service designation. Opportunity for promotion for those in the program will be provided in accordance with Agency regulations.

- (4) When the CT is ready to undertake a permanent assignment he will be recommended for transfer and release from the CTP. Placement of internally selected CTs will not necessarily be in the office of origin. If at any time the CT fails to meet the standards established for the CTP, he may be referred to the Office of Personnel for reassignment or termination.

b. RESPONSIBILITIES

- (1) DEPUTY DIRECTOR FOR SUPPORT. The Deputy Director for Support shall determine the number of CTs that may be on the Agency's rolls at any given time.
- (2) DIRECTOR OF TRAINING. The Director of Training shall:
- (a) In collaboration with the Director of Personnel:
- (1) Plan, direct, and administer the Career Training Program;
- (2) With the Deputy Director concerned, determine which

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of the professional positions in the Agency can be appropriately filled by CTs; and

(3) Recommend to the Deputy Director for Support the number of CTs to be entered into the CTP at any given time.

(b) Select CTs and prescribe and supervise their programs of training and career preparation;

(c) Determine the length of time the CT spends in the CTP, in accordance with his projected assignment and the training appropriate to it; and

(d) Recommend to the Director of Personnel permanent placement of CTs.

(3) DIRECTOR OF PERSONNEL. The Director of Personnel shall:

(a) Conduct external recruitment of candidates for the Career Training Program;

(b) Assist the Director of Training in identifying qualified CT candidates from among on-duty Agency personnel; and

(c) Upon the recommendation of the Director of Training, accomplish through the appropriate Career Service the permanent placement of all CTs when they have completed their programs of career preparation.

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(4) DEPUTY DIRECTORS. Deputy Directors shall:

- (a) Identify and make available for the Career Training Program on-duty personnel of high career potential,
- (b) Accommodate and supervise CTs in on-the-job training assignments as prescribed in their programs of career preparation.
- (c) Report periodically to the Director of Training on the quality of CT performance.

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This Notice Expires (date)

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**CAREER TRAINING PROGRAM**

**I. GENERAL**

- a. The Career Training Program (CTP) enrolls on a continuing basis, members selected from candidates already on duty with the Agency. This notice calls attention to opportunities the program offers on-duty personnel and to procedures for making application.
- b. Through a balanced program of formal instruction and on-the-job training extending for a period of one to two years, the CT Program provides to competent, ambitious young men and women of the Agency an exceptional opportunity to broaden their knowledge of the Agency's activities and increase their capacity for future service. Participation in the program can represent a very significant step in the professional development of able young officers and should have special appeal for:

- (1) Young employees of high ability whose progress in their chosen fields may be accelerated by the broadening experience the CT Program provides, and
- (2) Promising young officers whose current fields of assignment do not afford adequate opportunities for full development and who

should be prepared for more challenging career fields.

## 2. ELIGIBILITY REQUIREMENTS

a. CTP candidates undergo a rigorous testing and selection process which emphasizes competitive merit rather than predetermined requirements.

However, certain minimum standards apply. The on-duty candidate must:

- (1) Be a college graduate, or have a minimum of one and one half years of college plus an exceptional record of experience and performance;
- (2) Be qualified to undertake assignments of any degree of sensitivity; and
- (3) Be medically qualified for full duty/general.

b. On-duty applicants selected for the program usually are from 24 to 31 years of age, in grades GS-7 through GS-11, and have had at least one year of Agency service. Those registered with Selective Service must either have completed their obligated military service or hold 3-A classification. In exceptional cases, they may be allowed to fulfill their obligated service while in the CT Program.

## 3. APPLICATIONS

a. Applications for the CT Program may be initiated by employees or be prompted by supervisors or Operating Officials. Interested candidates are encouraged to seek information and guidance by calling extension 3261,

or by filling with the Career Training Staff the preliminary "CTP INTERNAL APPLICANT DATA FORM" This form is available in Room 1-D-1617, Headquarters Building, or in Room 743, 1000 Glebe.

- b. Operating Officials who nominate employees for the Program may request that, upon completion of CT training, their nominees be returned to the office of origin.
- c. As a rule, the candidate will submit a formal application only after consultation with the Career Training Staff and a preliminary review of his qualifications has been made. The formal application should be forwarded to the Chief, Career Training Program, Room 743, 1000 Glebe, through and with the endorsement of the candidate's Branch Chief, the Head of his operating component (Office, Staff or Division), and the Head of his Career Service.
- d. Candidates interested in applying should start preliminary action at least four months before the opening date of the class in which they wish to enroll. New classes are formed each quarter, in January, April, July and October.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Robert L. Bannerman  
Deputy Director for Support

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